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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

July 15, 1942

ADMINISTRATOR'S MEMORANDUM NO. 3

Supplement N

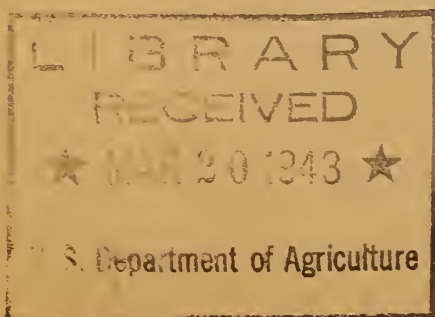
Changes in Field Personnel, Distribution Branch

Effective immediately, Merritt A. Clevenger, Supervising Purchasing Representative on the West Coast since August 1940, is designated Regional Director of both the Distribution Branch and the Purchase Branch in Region I. Donald E. Wilcox of the Purchase Branch and Wesley A. Carter of the Distribution Branch are named Assistant Regional Directors.

Merritt Clevenger succeeds Jonathan L. Garst who resigned to become Chief of the Production Section of the Food Supply and Nutrition Division of the Office of the Coordinator of Inter-American Affairs. Since April 17 of this year, Mr. Garst has been detailed to the War Production Board for materials surveys in Alaska. We are all grateful to Jon Garst for the many contributions he made to the development of our distribution and other programs, and we are confident that his knowledge and experience will be invaluable in assisting with Inter-American food problems.

Also, Charles Kunkel, Chief of the Distribution Branch, has announced that, effective immediately, Latham White, formerly Assistant Regional Director in Region IV, is assigned to Region III to replace Robert J. Graves who has transferred to the Board of Economic Warfare.

Bob Graves has been an efficient Regional Director in Region III since October 1941, and prior to that time was Assistant Regional Director in Region I. The ability and enthusiasm which he displayed in his work with this Administration should guarantee success in his new position.



Roy H. Anderson
Administrator

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Agricultural Marketing Administration
Washington, D. C.

July 15, 1942

ADMINISTRATOR'S MEMORANDUM NO. 3

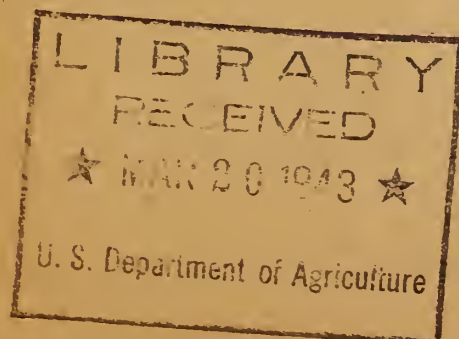
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Responsibility for Priorities

In a Surplus Marketing Administration memorandum dated February 6, 1942, the responsibility for leadership and coordination in the field of priorities was assigned to Mr. Leon O. Wolcott. This job, effective today, is assumed by Mr. J. B. Wyckoff. Accordingly, this is an opportunity to re-define responsibility. Mr. Wolcott has been detailed to the Office for Agricultural War Relations.

Mr. Wyckoff is assigned the responsibility for the general coordination and leadership covering the entire field of priorities. All branches shall keep in close touch with Mr. Wyckoff and rely upon him for direction, guidance, review, approval, and policy determination on priorities. He, in turn, is expected to keep the branches fully informed of developments resulting from his over-all knowledge of priority problems and shall keep in contact with the other offices, agencies, and departments. He will act as liaison agent with the Office for Agricultural War Relations, and will work through that office with the War Production Board and other war agencies. He will represent this Administration in all interbureau and interdepartmental negotiations and conferences in the field of priorities.

Priority problems are becoming more and more critical as additional shortages develop. Adjustments which affect many of our activities will have to be made, and it is imperative that we all pull in the same direction. Containers, plant facilities for egg and milk drying and dehydration, mechanical equipment of various types, materials generally - these and other matters of increasing importance directly affecting our operations deserve a good deal of attention and must conform to national priorities policy. They are vital to the successful prosecution of our war effort and we must be equipped to handle them with the greatest dispatch and efficiency.



Roy F. Henderson
Administrator

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

August 14, 1942

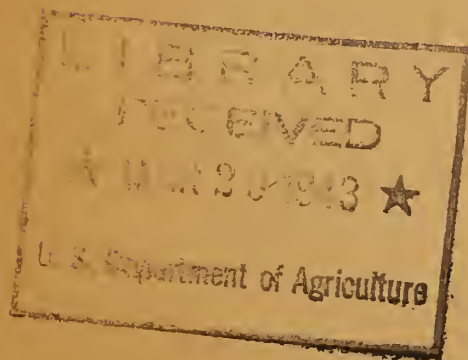
ADMINISTRATOR'S MEMORANDUM NO. 3

Supplement P

Designation of Budget Officer

Effective immediately Mr. James E. Hoofnagle is designated Chief of the Budget Section and Budget Officer of the Administration, under the direction of the Chief of the Budget and Accounting Division, vice Mr. Walter J. Murphy, resigned.

Mr. Hoofnagle will also continue as head of the Organization Analysis Unit in the Office of the Administrator.



Ray F. Hendrickson
Administrator

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

August 22, 1942

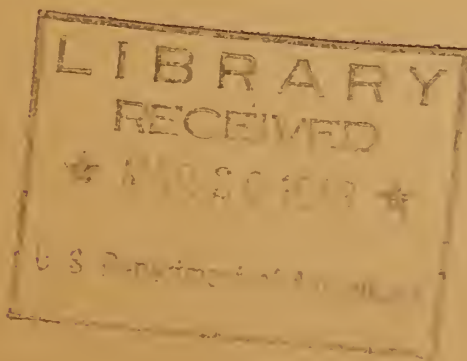
ADMINISTRATOR'S MEMORANDUM NO. 3

Supplement Q

Designation of Representatives for the Caribbean Program

Mr. Walter Van Bokkelen and Mr. Edward Brown are hereby designated to act as representatives of the Agricultural Marketing Administration in procuring, storing, and distributing agricultural commodities and supplies to meet the needs of the civilian population of the islands in the Caribbean area. They shall be authorized to enter into contracts for the procurement, transportation, storage and protection of such agricultural commodities and supplies, and to dispose of them by sale, consignment, food stamp plan, school lunch, direct distribution, or other means. Mr. Brown will be located at San Juan, Puerto Rico, and handle the needs of Puerto Rico, the Virgin Islands, and the Leeward Islands. Mr. Van Bokkelen will be located at Santiago, Cuba, and handle the needs of Cuba, Santo Domingo, Jamaica and Haiti.

In carrying out these duties, Mr. Van Bokkelen and Mr. Brown will exercise such authority and perform such functions as are necessary to carry out the purposes of the program, subject to the Departmental Regulations and such policies and directions as may from time to time be prescribed by the Administrator or by direction of the Administrator.



Roy F. Henderson
Administrator

